

**Wisconsin Department of Workforce Development  
Division of Workforce Solutions**

## **Review Guide: Child Care**

	Yes/ No	w/p ref	By	Date
<b>1    <u>Preparation for On-site Review</u></b>				
Select provider, the tentative visit date, a recent week to be tested and who will attend.	_____	_____	_____	_____
Obtain from CCPI the Provider Attendance reports and the Authorizations for the selected provider for the test week plus 5 weeks before or after the test week (6 consecutive weeks total). Obtain from agency: security access form if attend data is web entered or paper attend data.	_____	_____	_____	_____
Obtain from CCPI and agency (or the County) the current rates reported by the provider.	_____	_____	_____	_____
Select sample of children & set-up the worksheets.	_____	_____	_____	_____
Contact the provider the day before the visit. (Name, address, time, county staff).	_____	_____	_____	_____
<b>2    <u>On-Site Review Steps</u></b>				
Entrance Conference (see form)	_____	_____	_____	_____
A) Compare rates obtained from provider with rates in CCPI and resolve any differences.	_____	_____	_____	_____
B) Select all children who have zero hours shown in the provider's attendance records for the sampled week. Determine if any hours were reported on CCPI (Attend & Enroll Based).				
If any are found, expand to additional weeks for the child. Determine how and why it occurred and quantify disallowance, if any. If enrollment-based, authorization should have closed if two consecutive weeks of no attendance is reported. If authorization should have been cancelled and was not, contact the County to have it cancelled. If attend-based, no payments can be allowed.	_____	_____	_____	_____

Yes/ No	w/p ref	By	Date
------------	------------	----	------

### **On-Site Review Steps (Continued)**

C) Select sample of 8 children (or all if less than 8) that have attendance-based authorizations and verify that reported attendance for a one-week period is accurate. This involves calculating actual attendance from Provider's attendance records for each child and comparing the totals to those reported on CCPI. (Attend Based worksheets)

If problems noted, expand sample to more weeks and/or more children. Quantify any material overclaims and determine how and why they occurred. If owners operate other locations, consider testing them as well.

_____	_____	_____	_____
-------	-------	-------	-------

D) Select sample of 8 children (or all if less than 8) that have enrollment-based authorizations and verify that reported attendance for a one-week period is accurate. (Enroll Based worksheets)

If actual attendance for any child was less than 40% of the authorized hours, expand testing to 5 additional weeks for the child to determine if over-authorized. (Use actual rather than reported attendance in case provider inflates reported attendance hours to conceal under-utilization.)

If problems noted, identify if owners operate other locations and consider testing them as well.

_____	_____	_____	_____
-------	-------	-------	-------

Exit Conference (see form).

_____	_____	_____	_____
-------	-------	-------	-------

### **3 Post Review Steps**

Resolve any open issues

_____	_____	_____	_____
-------	-------	-------	-------

Complete workpapers

_____	_____	_____	_____
-------	-------	-------	-------

Send report; copy to County; reply

_____	_____	_____	_____
-------	-------	-------	-------